## https://lh5.googleusercontent.com/MSmmR1_7p4_hh2QcVHE3Zy1yz2ST2P0BYlRy4prY1CdrKay4Z_nHH_i7xYT2GBojiJ0u8UWJQeX-oK1OndNdSqIY8-sM8aMor0zyDgy9m17ayr-4OtkYKvkUTIMn5eLh7ULiFU2X

## **Monk Fryston C of E Primary School**

# APPLICATION FORM FOR A NON-TEACHING POST

Please complete electronically or print form and complete in capital letters using black ink.

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| **POST TITLE**  General Teaching Assistant |

Please refer to the accompanying guidance notes when completing your application. Please complete**ALL** of the following sections as this information is required for shortlisting and clearance purposes.

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname: | Forenames: |
| Address:  Length of time at this address: | Telephone  Home:   |  |  | | --- | --- | |  | ☐ |   Mobile:   |  |  | | --- | --- | |  | ☐ |   Email address:   |  |  | | --- | --- | |  | ☐ |   Please ☒ preferred contact method  National Insurance Number: |
| Postcode: |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? | | | | | | | | | | | | | | |
|  |  |  | |  | | | Yes | ☐ | No | ☐ | | | | |
| If yes, please provide details: | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| If you are successful in your application would you require a work permit prior to taking up employment? | | | | | | | | | | | | | | |
|  | | |  | |  |  | Yes | ☐ | No | | ☐ | | | |

If Yes, please specify dates:

Date: From (Month/YYYY) Date: To (Month/YYYY)

Have you ever lived and/or worked outside of the UK? Yes  No 

If Yes, please provide details:

Do you hold a Certificate of Good Conduct for your time spent abroad? Yes  No 

**EDUCATION AND QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| Secondary Education |  |  |  |
| Subject | Qualification | Grade | Year Obtained |
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| Further Education/Vocational/Professional Qualifications held: | | | |
| Subject | Qualification | Grade | Year Obtained |
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| Qualifications currently being studied: | | |
| Method of study | Level | Examination date |
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| --- | --- | --- | --- | --- |
| Membership of Professional Bodies | | | | |
| Institute | Grade of Membership,  Membership Number | Enrolment  date | Examination  date | Expiry date |
|  |  |  |  |  |

**PRESENT OR MOST RECENT EMPLOYMENT**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Employer: | | | | | | | |
| Address: |  | | | | | | |
| Post held: | |  | | | Grade: |  | |
| Date of Appointment: | | | |  | Salary: |  | |
| Notice required: | | |  | | Telephone No: | |  |
| Leave date( if applicable) | | |  | | Reason for Leaving ( if applicable) | |  |

**PREVIOUS EMPLOYMENT (most recent first)**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates  (month/year) | Employers name  and address | Position Held/  Grade | Reason for Leaving |
|  |  |  |  |

**REFERENCES**

|  |  |  |  |
| --- | --- | --- | --- |
| Wherever possible references should relate to current or previous employment or alternatively work experience. One referee MUST be from your current or most recent employer OR if in school, college or just completed education, one referee must be from school/college (the application will not be pursued without two referees supplied). We reserve the right to request an alternative referee if that is deemed inappropriate. | | | |
| Name: |  | Name: |  |
| Address: |  | Address: |  |
| Tel No: |  | Tel No: |  |
| Fax No: |  | Fax No: |  |
| e-mail: |  | e-mail: |  |
| Occupation: |  | Occupation: |  |
| I give/ ☐ I do not give/ ☐  permission to take up my references prior to an interview, should I be shortlisted.  (check box as appropriate) | | I give/ ☐ I do not give/ ☐  permission to take up my references prior to an interview, should I be shortlisted.  (check box as appropriate) | |

**DECLARATIONS AND CONSENTS**

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| --- | --- | --- | --- | --- |
| Do you consider yourself to have a disability? | Yes | ☐ | No | ☐ |

If yes, please details any reasonable adjustments that you would require if you were selected for interview /assessment event:

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| Are you related to a Trustee or member of the School Governing Body?  If yes, please provide details: | Yes | ☐ | No | ☐ |

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| If yes, please give name(s) and relationship. |
| *I understand that canvassing of any Governor or Trustee member in connection with this appointment will disqualify me.* |

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| Has any previous employer expressed concerns and/or taken any action, whether informal/formal ( including suspension from duty) on the following:  Capability /Performance Yes ☐ No ☐  Please provide details:  Disciplinary Yes ☐ No ☐  Please provide details: |  |  |

Are there any dates on which you would not be available for interview in the near future?

Please state the date on which you could take up duty if appointed:

Do you hold a current driving licence? Yes ☐ No ☐

Do you have use of a car? Yes ☐ No ☐

What type of licence is it? (eg. full, provisional, HGV, PSV)

I declare that the information contained in this application form is correct and understand that the School will request to see proof of qualifications at the time of interview.

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| I consent to the STAR MAT recording and processing the information detailed in this application. The STAR MAT will comply with their obligation under the General Data Protection Regulations 2018. |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Have you ever been convicted of a criminal offence? | Yes | ☐ | No | ☐ | | | If yes, please give details on a separate sheet (please read notes of guidance before completing this section. | | | | | | |

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| **Under the Safeguarding Vulnerable Act 2006, it is a criminal offence for a barred person to knowingly work or apply to work in regulated activity with vulnerable groups. As you are applying for a post which requires a DBS clearance , under the Rehabilitation of Offenders Act 1974, you are required to disclose full details of any ‘spent’ and ‘unspent’ convictions. If you answered Yes to this question , please provide details below.** |  |  |  |  |
| What was the date of the conviction(s)? (DD/MM/YY) | | | | |
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**INFORMATION IN SUPPORT OF YOUR APPLICATION**

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| Please read the job description and person specification carefully, then explain what qualities you are able to bring to the post highlighting specific skills, knowledge, abilities or other relevant factors in support of your application including any significant achievements (continue on no more than one additional A4 sheet if necessary) |
| I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.  Where did you hear about this vacancy?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  |  |  | | --- | --- | --- | --- | | Signature: |  | Dated: |  |   (Type your name here if submitting electronically). Return completed form to School address |

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